

MEMORANDUM

DATE: November 30, 2010

TO: Members of the Policy Committee
John McDonald, Manager Financial Management Services

FROM: Leanne Reidenbach, Senior Planner
Kate Sipes, Senior Planner

SUBJECT: FY 2012 Capital Improvements Program (CIP) revisions and evaluation

The Planning Division has summarized proposed revisions to the FY 2012 Capital Improvement Program (CIP) requests as outlined in the attached packet. The CIP project requests are grouped into the following general funding categories:

- *Group I:* New projects with FY12 funds requested. These projects were not adopted for funding in the most recent CIP budget (FY11-16) and may have been previously evaluated by the Policy Committee.
- *Group II:* Projects already approved for FY12 funding in the FY10 adopted budget. All of these projects have previously been evaluated by the Policy Committee.
- *Maintenance items*

As FY12 is an exception year, staff has provided the Committee with information about projects approved for FY12 funding (Group II), any changes to these proposals, and any additional new projects that were submitted and are requesting FY12 funds (Group I). An exception year is the second year in the two-year budget cycle (every evenly numbered year) and only includes changes to previously budgeted items or new essential requests. Please note that the Agency Ranking column has been retained, but that the assigned rankings were based on the full range of applications submitted last year with the two-year budget for funding up to FY2016. Requested funding and changes for maintenance items has been provided for the Committee's general information but will not be assigned priorities during this review.

Please note the materials received to date do not include the packet typically submitted by WJCC schools or JCSA. The packet typically submitted by the schools does not get approved by the School Board until January or February. Previously approved school requests are included as well as preliminary information about anticipated requests, but these all may be altered as they go through the School Board. JCSA items are not included in the packets because there have not been any changes or revisions requested from the previously approved budget. Additionally, the Policy Committee does not evaluate these projects.

The Policy Committee has also requested that the Virginia Department of Transportation's Six-Year Improvement Program proposal be included. The most recent update to the VDOT SYIP was approved in June 2010 and included funding for years FY11-FY16. Summaries of the projects and funding are available in attachment 3. Since VDOT is under separate and independent budget process, the Policy Committee will not be evaluating these projects, but they are provided for informational purposes as has been requested in prior years.

It will be the responsibility of the Policy Committee members during the CIP review process to evaluate how each CIP request relates to the Comprehensive Plan. As described in the Virginia State Code, the Capital Improvements Program is one of the methods of implementing the Comprehensive Plan, of equal importance to methods like the zoning and subdivision ordinances, official maps and transportation plans. Last year, the Policy Committee implemented a new uniform method for evaluating projects (see attachment 4). Staff also developed an Excel spreadsheet that will automatically calculate the weighting and totals for each project (attachment 5). *Please use this ranking criteria work sheet to complete evaluations of each of the projects in the FY12 Capital Requests spreadsheet (attachment 1) prior to the Committee's first meeting.* If your rankings are completed in advance of the meeting, please provide staff with an electronic copy to facilitate preparation for meeting discussion.

The first Policy Committee meeting will be held **Monday, December 13th in the Building A Large Conference Room**, in the James City County Government Center, **beginning at 6:00 p.m.** Please review the project requests in attachment 5. Since the majority of projects have been previously evaluated by the Policy Committee, staff does not anticipate presentations on projects by Department heads. *If there are particular projects about which you have additional questions, please e-mail your questions to Leanne or Kate by December 7th* and we can coordinate providing the Committee with answers or scheduling a department representative to be present at the first meeting if necessary. A second meeting to discuss the CIP is scheduled for Thursday, December 16th at 6 p.m. in the event that the Policy Committee needs additional time to evaluate the proposals and rankings.

Ultimately, the Policy Committee will prepare a ranking recommendation to present at the March 2nd Planning Commission meeting. The Board of Supervisors typically considers the budget in April.

If you have any questions, please do not hesitate to contact us either at lreidenbach@james-city.va.us or ksipes@james-city.va.us or 253-6685. We look forward to seeing you on the 13th!

Attachments:

1. Summary spreadsheet of FY12 Capital Requests
2. Summary spreadsheet of FY12 Maintenance Requests
3. VDOT FY11-16 SYIP summary
4. Policy Committee ranking criteria
5. Criteria weighting sheet
6. New or revised project applications